

Superior Court eFILE Helpful Hints

- **Cases Subject to eFile**

Civil actions in which counsel for the claimant(s) has certified that damages exceed one hundred thousand (\$100,000.00) exclusive of interest and costs. Case types listed under the "Complaints" category (on the CIS) are subject to eFile, with the following exceptions:

- | | |
|----------------------------------|---------------------------|
| • Auto Arbitration Appeal | • Fraud Enforcements |
| • Class Actions | • Interpleaders |
| • Condemnations | • Silicone Breast Implant |
| • Declaratory Judgments | • Tax Appeals |
| • Foreign & Domestic Attachments | Summary Proceedings |

- **When a pleading is deemed filed**

A pleading is considered filed at the time of submission. However, until accepted by the Prothonotary "Review Clerk", there is a chance a pleading may be rejected.

NOTE: The goal of the Prothonotary Office is to review **new cases** and "Accept" and "Reject" those cases filed prior to 3:00 P.M. on a daily basis. This will give counsel an opportunity to correct any rejected case and resubmit prior to midnight.

- **Pro Se Litigants**

Electronic service is currently not available for pro se litigants. Prothonotary will scan and upload pleadings for pro se litigants. Pro se litigants must serve a hard copy of the pleading on opposing counsel. Opposing counsel must serve the pro se litigant with a hard copy of response or select mail service through eFile.

- **Service copies to Prothonotary (New Cases)**

To facilitate the processing of your new cases, please attach a copy of the CIS and/or the 1st page of the complaint with the seal, filed date, and transaction ID printed on it when filing the service copies.

- **Courtesy Copies of Supplemental Pleadings**

Pursuant to Administrative Directive No. 2003-8, a paper copy of each motion, answer, briefs and appendices shall be sent to the assigned Judge. When sending these copies, the cover page **MUST** be marked "COPY."

- **Discovery on eFile**

Only the Notice of Service is filed on eFile.

- **Affidavit of Merit/Medical Malpractice Cases**

Affidavit of Merit and curriculum *vitae* may be eFiled as a sealed document or conventionally filed. If conventionally filed, a Notice must be eFiled stating that the Affidavit of Merit was conventionally filed in the Prothonotary Office under seal.

- **Document titles on eFile**

Characters, i.e. (, < > () : " " ' ' [] /) can not be used in the *document title field*.

Document titles must include:

- Party or parties filing the document
- Nature of the document
- Party or parties against whom relief, if any, is sought
- Nature of the relief sought
(e.g., Defendant ABC Corporations Motion for Summary Judgment)

- **Stipulation of Dismissal**

Select appropriate document type when filing a Stipulation of Dismissal.

- Stipulation of Dismissal Judge's Signature Required
- Stipulation for Dismissal (this stipulation doesn't require Judge's signature)

- **Searches on eFile**

When searching, remember to clear the previous search - it does not automatically refresh.